FORM No. 1239
PM USA REV. 2/80
POS No. 13142

PHILIP MORRIS U.S.A.

SALES PERSONNEL EXPENSE VOUCHER

DRAFT NO. ← FILL IN | DO NOT WRITE HERE | GROUP | SALES REP. NUMBER

NAME (PRINT) | TERRITORY CODE | WEEK ENDING (SAT.) 19

	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.	TOTAL	ACCT. CODE
Hours Worked									FOR OFFICE USE ONLY
Explanation *(Time Not Worked)*									
Town and State Where Expenses Were Incurred									
Room									
Meals									
Telephone, Postage									
Transportation Paid by You (other than company car)									
Car Rentals									
Personal Smokes									
Supplies—Office, Etc.									
Set/Sells									
Gratis									
Samples (specify)									
Special Programs									
Merit Store Sale									
Packs @ .75							66/49.50		
TOTAL (Total Each Col.) (and Add Across)									

EXAMPLE

AIR TRAVEL CARD CHARGES

TRIP DATE	TICKET NO.	ORIGIN	DESTINATION	AMOUNT
				$

TOTAL EXPENSES ABOVE		
AUTO EXPENSE *(From Auto Expense Statement)*		
TOTAL EXPENSE		

COMMENTS:

SIGNATURE _____ ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

AUTOMOBILE EXPENSE STATEMENT

CAR NUMBER | SALES REP. (PRINT) | YEAR & MAKE OF CAR

WEEK ENDING | TERRITORY CODE | CAR ASSIGNED PERM. ☐ TEMP. ☐

DAY	Daily Business Miles	Gasoline Gals.	Gasoline Cost	Oil & oil changes Qts.	Oil & oil changes Cost	Maint. & Repairs	Tire & Tire Repairs	Parking & Storage	Washing & Cleaning	Tolls	License & Taxes	Accident Repairs	Misc.	TOTAL
SUN.			$		$	$	$	$	$	$	$	$	$	
MON.														
TUES.														
WED.														
THURS.														
FRI.														
SAT.														
TOTAL			$		$	$	$							

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Source: https://www.industrydocuments.ucsf.edu/docs/jywm0004